

*act. memo*

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12 August 1963

MEMORANDUM FOR: Members of the Senior Staff


SUBJECT : Senior Staff Meetings

1. There will be no senior staff meeting on Labor Day, 2 September 1963. Senior staff meetings for the balance of 1963 will be held on the following Mondays at 11:00 a.m.:

19 August 1963  
9 September 1963  
23 September 1963  
7 October 1963  
21 October 1963  
4 November 1963  
18 November 1963  
2 December 1963  
16 December 1963  
30 December 1963

2. I noticed at the last senior staff meeting that there were several new faces. In the future I suggest that the Deputies introduce any man from their Directorate who is attending a senior staff meeting for the first time. I would also like to remind each regular attendee that if he cannot be present he should make certain that he is represented at the meeting by his next in line of command.

STATINTL

  
Lyman B. Kirkpatrick  
Executive Director

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